  

**Withdrawals process on day of meet**

**Heats**

All withdrawals for heats must be notified to the control room before the start of warm up for he relevant session. Sheets will be made available to the clubs, the information required is the name of the swimmer and club, together with the event name and event number. Please contact the control room if there is any doubt. Any withdrawals without a coach’s signature will not be accepted since this will ensure that the coaches know the whereabouts of the swimmers at any point in time.

The control room door will be closed at the start of warm up and no further withdrawals will be accepted after this point. Withdrawals will be processed as rapidly as possible and the start lists distributed when the officials arrive for the start of the session, earlier if possible.

Any swimmers not participating and not having withdrawn in accordance with the above will be subject to a £5 fine per race not swum, as per the terms and conditions of the license.

**Finals**

At the end of each event during the heat phase of the session, a results sheets will be published and placed on general view on the wall of the pool. This will also contain a list of 8 finalists and 2 reserves per event and age group. The announcer will then confirm the finalists and reserves via the public address. From this point swimmers have 15 minutes to withdraw from the final and this must be signed off by the relevant coach as confirmation. The cut-off time is posted on the control room door. Any withdrawals without a coach’s signature will not be accepted since this will ensure that the coaches know the whereabouts of the swimmers at any point in time.

Reserves will be expected to withdraw if they do not wish to swim. Unless they do so, it will be assumed that they are available to swim should one of the finalists withdraw.

Any finalists not participating and not having withdrawn in accordance with the above will be subject to a £15 fine per final not swum, as per the terms and conditions of the license. NB Reserves who are allocated a place and who do not swim will be subject to the same penalty.

Any variations to the above (eg illness, injury during the course of warm up) are subject to the discretion of the promoter.

All penalties will be strictly enforced and communicated back to the clubs within a few days of the meet. It is the responsibility of the coaches to communicate this process and enforcement of penalties to the swimmers.